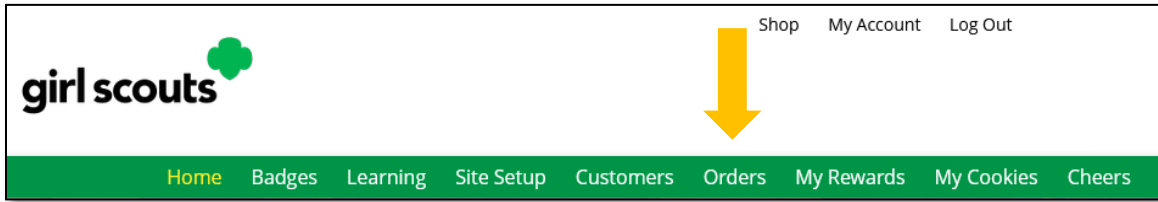


# Digital Cookie<sup>®</sup>

## Order Received (Shipped/Donated)

Congratulations! Your Girl Scout received an order that is being shipped directly to the customer and/or donated. There isn't anything you need to do (except remind your Girl Scout to send a Thank-You email), but here are things you will want to know.

**Step 1:** Once you are in the Digital Cookie site, click the "Orders" tab to see what orders you received.



**Step 2:** On the cookie orders page, you can see all of the orders that have been received. Girl Scouts can see who purchased the cookies, how many, when, and if they had them shipped or donated.

## Digital Cookie Online Orders

### 3 Completed Digital Cookie Online Orders

Select all  
 [Add to Customer List](#)  
 [Export](#)  
 Show 10 Items

	Paid by	Order #	Cookie pkgs	Order Date	Order Type	In Customer List
<input checked="" type="checkbox"/> <a href="#">View</a>	Nina Smith	00112249	10	6/26/2023	Shipped	
<a href="#">View</a>	Jasmin Winter	00112247	7	6/26/2023	In Person	<input checked="" type="checkbox"/>
<a href="#">View</a>	Jane-Anne Cathcart	00112245	5	6/26/2023	Shipped	<input checked="" type="checkbox"/>

Grow your customer list! Select checkboxes for the names you want to add.  
 [Need Help?](#)

*While you're in the site checking on sales, it's a great time for your Girl Scout to add customers, send follow-up emails, complete badge work, or explore the great tools on the website. Your Girl Scout will probably pick up some good cookie program tips along the way!*

# Digital Cookie®

**Step 3:** Clicking on the customer’s name for any of the orders will bring up details about what that customer ordered, including any donated boxes.

## Digital Cookie Order

[< Back to cookie order list](#)

### Order Detail

<b>Order Number:</b> 05749191	<b>Order Status:</b> Shipment Pending
<b>Ship To:</b> Cookie Monster	<b>Order Type:</b> Shipped
<b>Shipping Address:</b> 1231 Upas St San Diego, California 92103-5127	<b>Order Date:</b> 9/1/2023 8:05 PM CDT
<b>Shipping Phone:</b> 619-867-5309	<b>Shipped Date:</b>
<b>Ordered From:</b> My Cookie Website	<b>Tracking #:</b>
<b>Order Paid By:</b> Cookie Monster	
<b>Billing Email:</b> mgtags22@gmail.com	
<b>Billing Phone:</b> 619-867-5309	

*Your troop volunteer has instructions on how these sales get credited to the Girl Scout’s account automatically. But rest assured it is an automatic process and she gets credit for digital sales the same as any other cookie sale.*

### Cookies Selected

- Thin Mints®, 2 pkgs
- Adventurefuls®, 2 pkgs
- Trefoils®, 2 pkgs

### Order Summary

Purchased Packages: 6	\$30.00
Subtotal:	\$30.00
Shipping & Handling:	\$12.99
<b>Order Total:</b>	<b>\$42.99</b>
Added to sales goal:	6 pkgs

Don’t forget to have your Girl Scout send thank-you messages to make sure the customer becomes a repeat customer!

**Step 4:** If the customer is not in her Digital Cookie contact list, your Girl Scout can check the box in front of the customer’s name and click “Add to Customer List.” Then, the customer will be in her records for sending thank-you emails this year and marketing emails next year for repeat business.

## Digital Cookie Online Orders

### 3 Completed Digital Cookie Online Orders

Select all Add to Customer List Export Show 10 Items

	Paid by	Order #	Cookie pkgs	Order Date	Order Type	In Customer List
<input checked="" type="checkbox"/> <span style="background-color: green; color: white; padding: 2px;">View</span>	Nina Smith	00112249	10	6/26/2023	Shipped	
<span style="background-color: green; color: white; padding: 2px;">View</span>	Jasmin Winter	00112247	7	6/26/2023	In Person	<input checked="" type="checkbox"/>
<span style="background-color: green; color: white; padding: 2px;">View</span>	Jane-Anne Cathcart	00112245	5	6/26/2023	Shipped	<input checked="" type="checkbox"/>



Grow your customer list! Select checkboxes for the names you want to add.

[Need Help?](#)